

Database and Receiving Record Changes

Version 2.0, August 6, 2008

Database Field Name/ Record where locate	Add/ Modify	Format	Description	Values (If applicable)
TDY Duty Station Code (TEMP-DS-STATE-CODE) (TEMP-DS-CNTY-CODE) (TEMP-DS-CITY-CODE)	Add	 X(2) 9(3) 9(4)	TDY Duty Station to be used for computation of allowances, differentials, danger pay, etc., when employee's permanent duty station shows US location. State/Continent County/Country City	Geographical Location Codes. Uses same TMGT Table 16 codes as the Duty Station. Reserved for future use.
TDY Danger Pay Indicator (TEMP-DS-DANGER-PAY-IND)	Add	X(1)	Used in conjunction with Temporary Duty Station to indicate if employee is eligible for danger pay at temporary location.	Y or N Reserved for future use.
Special Employee Code (SPECIAL-EMPLOYEE-CODE)	Modify	X(2)	This is a non-CPDF data element that is used in a wide variety of pay related editing. It is currently limited to numeric. Due to the wide variation of clients serviced & some of their specialized needs we are running low on available choices. Change from numeric to alphanumeric	As defined in TMGT.
Retained Pay Table (RETAINED-PAY-TBL-CODE)	Add	X(6)	Used in conjunction with employees on Retained Pay. Will determine the Special Salary rate table to use to calculate salary amount.	Reserved for future use.
Retained Pay Pay-Plan	Add	X(02)	Used in conjunction with employees on Retained Pay.	Reserved for future use.
Retained Pay Grade	Add	9(02)	Used in conjunction with employees on Retained Pay.	Reserved for future use.
Retained Pay Step	Add	9(02)	Used in conjunction with employees on Retained Pay.	Reserved for future use.
TDY Post Indicator (TEMP-DS-POST-IND)	Add	X(1)	Used in conjunction with Temporary Duty Station to indicate if employee is eligible for post differential at temporary location.	Y/N. Reserved for future use.

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TSP Amount	N/A	9(04)	No change. Current data files from the FRTIB limit the amount of TSP contributions for a single PP to 9,999.99.	
TSP Percent	Modify	9(03)	Expand field size to accommodate changes per TSP Bulletin TSP-05-17.	
FEHB Code (HB-ENROLLMENT-CODE-10)	Add	X(10)	New field based upon future OPM FEHB changes. Awaiting requirements from OPM.	Need OPM requirements. Reserved for future use.
TEMP DUTY STATION IND	Add	X(1)	Indicator to show if an employee is in a temporary duty station.	Reserved for future use.
ACC SCD LV (SCD-ACCEL-LV-IND)	Add	X(1)	Indicator to identify employees with accelerated SCD Leave dates.	Blank, Y, N
ERI Code (ERI-CODE)	Add	9(6)	Ethnicity and Race Indicator. New OPM element to replace Race and National Origin (RNO) code.	Each position is 0 or 1, cannot be all zeros but can be all ones.
Language Identification Element (LANGUAGE-REQUIRED)	Modify	X(4)	Expand field size.	See conversion list from OPM
Telework Eligibility (TELEWORDK-ELIG-IND)	Add	X(2)	Data element in employee record and PMSO to indicate whether or not employee and position are eligible for telework.	Need OPM requirements Reserved for future use.

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Mission Critical Occupation Identifier (MISSION-CRITICAL-IND)	Add	X(2)	Data element in employee record and PMSO to identify position as critical for Strategic Human Capital management purposes.	Need OPM requirements. Reserved for future use.
Unique Employee ID (UEID)	Add	X(20)	Unique employee id that will be controlled/assigned by OPM to use in lieu of SSN. Add to all records that contain SSN.	Need OPM requirements Reserved for future use.
Previous Unique Employee ID (UEID-Old)	Add	X(20)	Used to change a previously reported UEID (similar to SSN-PREV)	Need OPM requirements Reserved for future use.
ATSA Vet Pref Code (ATSA-VET-PREF-CODE)	Add	X(1)	As part of PL 107-71, TSA has the obligation found in 49 U.S.C. 44935(f)(2) to hire as veteran's employees who may or may not meet the minimum Title V requirements for Veteran's Preference. A special code was created called ATSA to capture these employees (note all employees with Vet's status = V, E or P would automatically be labeled as Y for ATSA.	Y, N, Blank or other single digit can be used to designate NA. Reserved for future use.
Tour of Duty (TOUR-OF-DUTY-HOURS)	Modify	9(3)V9(2)	Expand field size.	
Current Employment Status (CURRENT-EMPLOYMENT-STATUS)	Modify	9(02)	Expand field size.	
Date CBPO Ret SCD (DATE-CBPO-RET-SCD)	Add	Standard date format		Reserved for future use.

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(DATE-CBPO-RET-SCD-YR) (DATE-CBPO-RET-SCD-MO) (DATE-CBPO-RET-SCD-DA)				
Annuitant Share Prorated	Modify	9(06)V99	Expand field size	
EHRI Dynamic/Status Elements				
Spouse Equity Indicator (SPOUSE-EQUITY-IND)	Add	X(1)	Indicator that a former spouse is entitled to a portion of the annuity or to a former spouse survivor annuity	Y, N Reserved for future use.
CSRS PREVIOUS COVERAGE INDICATOR (CSRS-PREV-COV-IND)	Add	X(1)	Indicates if an employee has, at the time of most recent appointment to the Federal service, previously been covered by the Civil Service Retirement System.	Y, N
FERS PREVIOUS COVERAGE INDICATOR (FERS-PREV-COV-IND)	Add	X(1)	Indicates if an employee has, at the time of most recent appointment to the Federal service, previously been covered by the Federal Employees' Retirement System.	Y, N
BIRTH LOCATION CITY (BIRTH-CITY)	Add	X(20)	Employee Birth City	Reserved for future use
BIRTH LOCATION STATE (BIRTH-STATE)	Add	X(20)	Employee Birth State	Reserved for future use
BIRTH LOCATION COUNTRY (BIRTH-COUNTRY)	Add	X(20)	Employee Birth Country	Reserved for future use
Court Order FEGLI (FEGLI-COURT-ORDER)	Add	X(1)	Indicates if an employee has a court order for FEGLI purposes per 5 CFR 870.801 on file	Y, N
Military Deposit Amt at Hire (MIL-DEP-AMT-AT-HIRE)	Add	S9(07)V99	Amount of military contribution upon hire date	Reserved for future use

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Military Deposit Unpaid Balance Amt (MIL-DEP-UNPAID-BAL-AMT)	Add	S9(07)V99	Remaining balance of military contribution payments	Reserved for future use
Citizenship Country Code (CITIZENSHIP-CNTRY-CD)	Add	X(4)	If citizenship code = 1, 3 or 4 then move 'US' to citizenship-country-code, else agency provides value. International county codes as defined by FIPS 10-4 Standards indicating the employees' country of citizenship.	See Appendix A, A.3
Selective Service Registration Indicator (SELECTIVE-SVC-REG-IND)	Add	X(1)	Indicates whether an employee has registered for the selective service or not.	Y=Yes, N=No, Blank
Service Obligation Type Code 1 (SVC-OBLIGATION-TYPE-CD1)	Add	X(2)	Reason for Employee's service obligation.	01-Training received 02-Student loan repayment 03-Paid move 04-Relocation Incentive 05-Recruitment Incentive 06-Retention Incentive
Service Obligation End Date 1 (DATE-SVC-OBLIG-END1) (DATE-SVC-OBLIG-END-YR1) (DATE-SVC-OBLIG-END-MO1) (DATE-SVC-OBLIG-END-DA1)	Add	Standard Date Format	Date employee's service obligation expires.	
Service Obligation Type Code 2 (SVC-OBLIGATION-TYPE-CD2)	Add	X(2)	Reason for Employee's service obligation.	01-Training received 02-Student loan repayment 03-Paid move 04-Relocation 05-Recruitment Incentive 06-Retention Incentive

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Service Obligation End Date 2 (DATE-SVC-OBLIG-END) (DATE-SVC-OBLIG-END-YR2) (DATE-SVC-OBLIG-END-MO2) (DATE-SVC-OBLIG-END-DA2)	Add	Standard Date Format	Date employee's service obligation expires.	
Service Obligation Type Code 3 (SVC-OBLIGATION-TYPE-CD3)	Add	X(2)	Reason for Employee's service obligation.	01-Training received 02-Student loan repayment 03-Paid move 04-Relocation 05-Recruitment Incentive 06-Retention Incentive
Service Obligation End Date 3 (DATE-SVC-OBLIG-END3) (DATE-SVC-OBLIG-END-YR3) (DATE-SVC-OBLIG-END-MO3) (DATE-SVC-OBLIG-END-DA3)	Add	Standard Date Format	Date employee's service obligation expires.	
Service Obligation Type Code 4 (SVC-OBLIGATION-TYPE-CD4)	Add	X(2)	Reason for Employee's service obligation.	01-Training received 02-Student loan repayment 03-Paid move 04-Relocation 05-Recruitment Incentive 06-Retention Incentive
Service Obligation End Date 4 (DATE-SVC-OBLIG-END4)	Add	Standard Date Format	Date employee's service obligation expires.	

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(DATE-SVC-OBLIG-END-YR4) (DATE-SVC-OBLIG-END-MO4) (DATE-SVC-OBLIG-END-DA4)				
Active Uniformed Service Indicator (ACTIVE-UNIFORMED-SVC-IND)	Add	X(1)	Indicates whether the employee has performed active military service in the armed forces or other uniformed services of the United States.	Y=Yes, N=No, Blank Reserved for future use.
Computer Position Indicator (COMPUTER-POSITION-IND)	Add	X(1)	Indicates if a position is designated as a computer position for computer security purposes.	Y=Yes, N=No, Blank Reserved for future use.
Military Character of Service Code (MIL-CLASS-CHAR-SVC-CD)	Add	X(2)	Military classification of service.	01-Honorable, 02=General (under honorable conditions), 03=Under other than honorable conditions, 04=Entry level separation
Military Service Serial Number (MIL-SVC-SERIAL-NO)	Add	X(35)	Serial number assigned by the military to identify a service member.	
Military Service Start Date (DATE-MIL-SVC-START) (DATE-MIL-SVC-START-YR) (DATE-MIL-SVC-START-MO) (DATE-MIL-SVC-START-DA)	Add	Standard Date Format	Start date of service in a non-war campaign or expedition for periods after 4/28/52.	
Military Branch Type Code (MIL-BRANCH-TYPE-CD)	Add	X(4)	Code for the military service branch in which a person has been employed.	01=Army 02=Navy 03=Marine Corps 04=Air Force

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				05=Coast Guard Reserved for future use.
Military Discharge Type Code (MIL-DISCHARGE-TYPE-CD)	Add	X(2)	Type of employee's discharge from military service.	01=Separation 02=Voluntary Separation 03=Involuntary Separation 04=Discharge 05=Retirement 06=Disability Separation 07=Disability Retirement
Creditable Military Service Days	Add	9(04)	Number of days of military service in addition to the Creditable Military Service Years and Creditable Military Service Months that are creditable for annual leave accrual purposes.	
Rating Record Period Start Date (DATE-PERF-RATING-FROM)	Add	Standard Date Format	Start date of the appraisal period for which the performance appraisal rating of record (level) was issued. Refer to 5 CFR 430.203 and 5 CFR 430.303.	
Federal Employees' Group Life Insurance FEGLI Life Change Code (FEGLI-LIFE-CHANGE-CD)	Add	X(4)	Code for the event that allows the employee/assignee to change Federal Employees' Group Life Insurance (FEGLI) coverage.	See Appendix A, A.5 Reserved for future use.
Federal Employees' Group Life Insurance FEGLI Life Event Date (DATE-FEGLI-LIFE-EVENT) (DATE-FEGLI-LIFE-EVENT-YR) (DATE-FEGLI-LIFE-EVENT-MO)	Add	Standard Date Format	Date on which the employee had a life event that allows the employee/assignee to change Federal Employees' Group Life Insurance (FEGLI) coverage.	Reserved for future use.

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(DATE-FEGLI-LIFE-EVENT-DA)				
FEHB Event Code (FEHB-EVENT-CD)	Add	X(4)	Code for the event permitting the Federal Employees Health Benefits (FEHB) change for the employee.	
Federal Employees' Retirement System FERS Election Date. (DATE-FERS-ELECTION) (DATE-FERS-ELECTION-YR) (DATE-FERS-ELECTION-MO) (DATE-FERS-ELECTION-DA)	Add	Standard Date Format	Date on which the employee who is not automatically covered by FERS chooses to elect FERS coverage. This data element only applies to employees who are not automatically covered by FERS but are eligible to elect FERS under certain circumstances. This data element is related to the FERS Election Indicator data element.	
Federal Employees' Retirement System FERS Election-Indicator. (FERS-IND)	Add	X(1)	Indicates employee's election or non-election of Federal Employees' Retirement System (FERS) coverage. This data element only applies to employees who are not automatically covered by FERS but are eligible to elect FERS coverage under certain circumstances.	Y=Yes, N=No, Blank
SES Service Computation Date (DATE-SCD-SES) (DATE-SCD-SES-YR) (DATE-SCD-SES-MO) (DATE-SCD-SES- DA)	Add	Standard Date Format	Senior Executive Service (SES) Service computation date (SCD) of an employee.	
Special Retirement Service Computation Date (DATE-SPEC-RET-SCD) (DATE-SPEC-RET-SCD-YR)	Add	Standard Date Format	Special Retirement Service computation date (SCD) of an employee.	Reserved for future use.

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(DATE-SPEC-RET-SCD-MO) (DATE-SPEC-RET-SCD-DA)				
Intergovernmental Personnel Act IPA Entitlements Benefits Notification Text (IPA-ENTITL-BEN-NOTIFY-TXT)	Add	X(75)	Text of notification of the employee's entitlements/benefits to which the employee has consented for an Intergovernmental Personnel Act assignment (IPA).	Reserved for future use.
Disability Retirement Notification Date (DATE-DISABILITY-RET-NOTIFY) (DATE-DISAB-RET-NOTIFY-YR) (DATE-DISAB-RET-NOTIFY-MO) (DATE-DISAB-RET-NOTIFY-DA)	Add	Standard Date Format	Date on which the Office of Personnel Management (OPM) notified the agency of disability retirement approval/denial.	
Frozen Service Days (FROZEN-SVC-CREDIT) (FROZEN-SVC-CRED-NO-YRS) (FROZEN-SVC-CRED-NO-MOS) (FROZEN-SVC-CRED-DAS)	Add	9(2)	Number of days of civilian and military service in addition to the Frozen Service Year Count and Month Count that is creditable in a Civil Service Retirement System (CSRS) component of a Federal Employees Retirement System (FERS) employee (Retirement Plan K, L, M and N) or, in the case of a CSRS Offset employee. Currently building as 00 (DB has FROZEN-CSRS-SERV-YRS & MTHS but not days)	
Employee Work Email (EMPLOYEE-WORK-EMAIL)	Add	X(60)	Employee's work email address.	
Home Phone Number (HOME-PHONE-NUMBER) (HOME-PHONE-INTL-CD)	Add	X(35) Develop standard phone	Employee's home phone number.	

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(HOME-PHONE) (PHONE-AREA-CODE-HOME) (PHONE-NUMBER-EXCH-HOME) (PHONE-NUMBER-HOME)		number format Intl. Code		
Cell Phone Number (CELL-PHONE-NUMBER) (CELL-PHONE-INTL-CD) (CELL-PHONE) (PHONE-AREA-CODE-CELL) (PHONE-EXCH-CELL) (PHONE-NUMBER-CELL)	Add	X(35) Develop standard phone number format Intl Code Area Code 7 digit No.	Employee's cell phone number.	
Work Phone Number (WORK-PHONE-NUMBER) (WORK-PHONE-INTL-CD) (WORK-PHONE) (PHONE-AREA-CODE-WORK) (PHONE-NUMBER-EXCH-WORK) (PHONE-NUMBER-WORK)	Add	X(35) Develop standard phone number format Intl Code Area Code 7 digit No.	Employee's work phone number.	
Emergency Contact Family Name 1. (EMER-CONTACT-LAST-NAME1)	Add	X(35)	Non-chosen/inherited/married name of employee's emergency contact.	
Emergency Contact Given Name 1. (EMER-CONTACT-FIRST-NAME1)	Add	X(35)	Given/chosen/often first name of employee's emergency contact.	
Emergency Contact Middle Name 1.	Add	X(35)	Middle name or initial of employee's emergency	

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(EMER-CONTACT-MIDDLE-NAME1)			contact.	
Emergency Contact Name Suffix 1. (EMER-CONTACT-SUFFIX1)	Add	X(4)	The suffix to a full name of an employee's emergency contact.	
Emergency Contact Information Update Date 1. (DATE-EMER-CONTACT-UPD1) (DATE-EMER-CONTACT-UPD-YR1) (DATE-EMER-CONTACT-UPD-MO1) (DATE-EMER-CONTACT-UPD-DA1)	Add	Standard date format	Date the employee's emergency contact information was updated by the employee.	
Emergency Contact Phone Number 1. (EMERG-CONTACT-PHONE1) (EMERG-PHONE1-INTL-CD) (EMERG-PHONE1) (PHONE-AREA-CODE-EMER1) (PHONE-EXCH-EMER1) (PHONE-NUMBER-EMER1)	Add	X(35) Develop standard phone number format Intl Code Area Code 7 digit No.	Phone number of an employee's emergency contact.	
Emergency Contact Family Name 2. (EMER-CONTACT-LAST-NAME2)	Add	X(35)	Non-chosen/inherited/married name of employee's emergency contact.	
Emergency Contact Given Name 2.	Add	X(35)	Given/chosen/often first name of employee's emergency contact.	

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(EMER-CONTACT-FIRST-NAME2)				
Emergency Contact Middle Name 2. (EMER-CONTACT-MIDDLE-NAME2)	Add	X(35)	Middle name or initial of employee's emergency contact.	
Emergency Contact Name Suffix 2. (EMER-CONTACT-SUFFIX2)	Add	X(4)	The suffix to a full name of an employee's emergency contact.	
Emergency Contact Information Update Date 2. (DATE-EMER-CONTACT-UPD2) (DATE-EMER-CONTACT-UPD-YR2) (DATE-EMER-CONTACT-UPD-MO2) (DATE-EMER-CONTACT-UPD-DA2)	Add	Standard Date Format	Date the employee's emergency contact information was updated by the employee.	
Emergency Contact Phone Number 2. (EMERG-CONTACT-PHONE2) (EMERG-PHONE2-INTL-CD) (EMERG-PHONE2) (PHONE-AREA-CODE-EMER2) (PHONE-EXCH-EMER2) (PHONE-NUMBER-EMER2)	Add	X(35) Develop standard phone number format Intl Code Area Code 7 digit No.	Phone number of an employee's emergency contact.	
Language Proficiency Code (LANGUAGE-CD)	Add	X(2)	Code representing the language in which the individual has some speaking, listening, reading or writing proficiency. TMGT Table 025 Block 904 validates speaking and	See Language Identification in The Guide to Personnel Data Standards.

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			reading ability PMSO INDIVIDUAL REC has LANGUAGE-REQUIRED	*(8) Occurrences
Language Proficiency Type Code (LANG-PROFICIENCY-TYPE-CD)	Add	X(2)	Code describing the type of proficiency for a given determination of employee language proficiency.	01=Speaking, 02=Listening, 03=Reading, 04=Writing *(8) Occurrences
Language Proficiency Level Code (LANG-PROFICIENCY-LEV-CD)	Add	X(2)	Code representing the assessed proficiency level of the employee in understanding a given language.	See Appendix A, A.6 *(8) Occurrences
Special Population Code (SPECIAL-POSITION-CD)	Add	X(6)	Code that describes a position an employee holds which has special retirement calculation rules.	See Appendix A, A.25
Appointment Excluded from CSRS indicator (APPT-EXCLU-FROM-CSRS-IND)	Add	X(1)	Indicates if an employee's appointment is not covered under the CSRS plan as described by law and regulation. This field will be used for retirement coverage determination. Full list of exclusions is captured in the Pension Business Rules Eligibility and Participation Chapter	Y=Yes, N=No; NOTE: See Appendix B for a description of the appointments that are excluded.
Appointment Excluded from FERS indicator (APPT-EXCLU-FROM-FERS-IND)	Add	X(1)	Indicates if an employee's appointment is not covered under the FERS plan as described by law and regulation. This field will be used for retirement coverage determination.	Y=Yes, N=No; NOTE: See Appendix B for a description of the appointments

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			Full list of exclusions is captured in the Pension Business Rules Eligibility and Participation Chapter	that are excluded.
FICA Coverage Indicator 1 (FICA-COVERAGE-IND1)	Add	X(1)	Indicates if an employee is (1) an inmate working in a US penal institution, (2) a student employee as defined in 5 USC 5351(2), or (3) an individual serving on a temporary basis in case of fire, storm, earthquake, flood, or other similar emergency. This field will be used in retirement coverage determination.	Y, N
FICA Coverage Indicator 2 (FICA-COVERAGE-IND2)	Add	X(1)	Indicates if the employee is returning to duty after a detail to an international organization under 5 USC 3343 or being reemployed after transfer to an international organization under 5 USC 3581 is being restored to duty under the provisions of chapter 43 of title 38, US code, after performing service as a member of a uniformed service is being reemployed after employment by a tribal organization to which section 105(e)(2) of the Indian Self Determination Act applies. This field will be used in retirement coverage determination.	Y, N
Hypothetical Full-Time Regular Tour of Duty for Part-time Employee (VAR-FT-REG-TOD-PT-EMP)	Add	9 (4)v9(2)	Number of hours in the hypothetical full-time regular biweekly tour of duty that would apply to an employee on a part-time schedule if he or she were full-time-usually 80 hours. (This is used in computing retirement benefit for part-time employee. See CSRS and FERS Handbook, section 81A2.2-1-C.1)	
FEGLI Assignment Indicator (FEGLI-ASSIGNMENT-IND)	Add	X(1)	Indicates whether an employee has completed or has an RI 76-10 Assignment Form on file.	Y, N

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FEGLI Post-Election Basic Insurance Amount (FEGLI-POST-EL-BAS-INS-AMT)	Add	9(7)v99	Indicates the FEGLI Post-Election Basic Insurance Amount when an employee has elected partial living benefits. This amount will not change in the future. Populated when Living benefits Partial NOA (806) is provided.	
Designation of FEGLI Beneficiaries Indicator (FEGLI-DESIG-BEN-IND)	Add	X(1)	Indicates whether an employee has a Designation of Beneficiary Form SF-2823 on file.	Y, N
FEHB Effective Date (DATE-FEHB-EFFECTIVE) (DATE-FEHB-EFF-YR) (DATE-FEHB-EFF-MO) (DATE-FEHB-EFF-DA)	Add	Standard Date Format	Date on which the employee's current FEHB coverage is effective. Effective date is explicitly required since it may differ from the effective date of the personnel action described in this record.	
EHRI PAYROLL ELEMENTS				
Correspondence Region (CORRESPONDENCE-REGION)	Add	X(35)	Region, province, or other first administrative district or division of a country other than the U.S. for the organization or person address.	
Correspondence Country Code (CORRESPONDENCE-CNTRY-CD)	Add	X(35)	International Country Codes as defined by the United States Postal Service.	See Appendix A, Postal Country Code.
Home Leave 12 Month Beginning Date (DATE-HOME-LV-12-MO-BEG) (DATE-HOME-LV-12-MO-BEG-YR) (DATE-HOME-LV-12-MO-BEG-MO) (DATE-HOME-LV-12-MO-BEG-	Add	Standard Date Format	Start date of current 12-month accrual period.	Reserved for future use.

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DA)				
Home Leave 12 Month End Date (DATE-HOME-LV-12-MO-END) (DATE-HOME-LV-12-MO-END-YR) (DATE-HOME-LV-12-MO-END-MO) (DATE-HOME-LV-12-MO-END-DA)	Add	Standard Date Format	End date of current 12-month accrual period.	Reserved for future use.
Home Leave 24 Month Beginning Date (DATE-HOME-LV-24-MO-BEG) (DATE-HOME-LV-24-MO-BEG-YR) (DATE-HOME-LV-24-MO-BEG-MO) (DATE-HOME-LV-24-MO-BEG-DA)	Add	Standard Date Format	Start date of the basic 24-month continuous period of service.	Reserved for future use
Home Leave 24 Month Ending Date (DATE-HOME-LV-24-MO-END) (DATE-HOME-LV-24-MO-END-YR) (DATE-HOME-LV-24-MO-END-MO) (DATE-HOME-LV-24-MO-END-DA)	Add	Standard Date Format	End date of the basic 24-month continuous service.	Reserved for future use.
Lump Sum Leave Hourly Rate Start Date	Add	Standard Date	Start date for the hourly rate used to determine lump sum leave payment. There may be multiple rates for a	

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(DATE-LSP-LV-HRLY-RT-START) (DATE-LSP-LV-HRLY-RT-ST-YR) (DATE-LSP-LV-HRLY-RT-ST-MO) (DATE-LSP-LV-HRLY-RT-ST-DA)		Format	lump-sum payment if the employee's pay is subject to pay adjustment during the lump-sum period (e.g., statutory increases, within grades).	
Lump Sum Leave Period End Date (DATE-LSP-LV-PER-END) (DATE-LSP-LV-PER-END-YR) (DATE-LSP-LV-PER-END-MO) (DATE-LSP-LV-PER-END-DA)	Add	Standard Date Format	End date excluding any restored annual leave used for projecting any refund that the employee could potentially owe.	
Lump Sum Leave Period Start Date (DATE-LSP-LV-PER-START) (DATE-LSP-LV-PER-START-YR) (DATE-LSP-LV-PER-START-MO) (DATE-LSP-LV-PER-START-DA)	Add	Standard Date Format	Start date for a period of lump sum leave payment.	
Lump Sum Leave Payment Refund Amount (LSP-LV-PMT-REFUND-AMT)	Add	S9(3)V9(2)	Amount the employee must pay to the employing agency for every hour of unexpired leave (excluding any restored hours).	
Lump Sum Leave Recredited Hours (LSP-LV-RECRED-HRS)	Add	S9(4)V9(2)	Number of hours of leave recredited to the employee's leave account as a result of a refund of unexpired leave.	
Lump Sum Total Leave Period End Date (DATE-LSP-TOT-LV-PER-END)	Add	Standard Date Format	The projected end date for a period of lump sum leave payment, including any restored annual leave, used toward projecting the total lump sum payment amount.	

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(DATE-LSP-TOT-LV-PER-END-YR) (DATE-LSP-TOT-LV-PER-END-MO) (DATE-LSP-TOT-LV-PER-END-DA)				
Lump Sum Restored Annual Leave Hours Paid (LSP-REST-ANN-LV-HRS-PD)	Add	S9(4)V9(2)	Number of hours of restored annual leave paid in a lump sum payment to an employee upon separation.	
Lump Sum Unexpired Annual Leave Hourly Rate Amount (LSP-UNEXP-ANN-LV-HR-RT-AMT)	Add	S9(3)V9(2)	Hourly rate associated with the unexpired portion of leave. There may be multiple rates for a lump sum payment if the employee's pay is subject to pay adjustments during the lump sum period (e.g., statutory increases, within grade increases).	
Lump Sum Unexpired Annual Leave Hours (LSP-UNEXP-ANN-LV-HRS)	Add	S9(4)V9(2)	Number of hours of annual leave in an employee's lump sum payment for annual leave that is subject to refund to the employing agency. Such leave will be reccredited to employee's annual leave account. This does not include any annual leave restored leave hours.	
Medical Emergency End Date (DATE-MED-EMERGENCY-END) (DATE-MED-EMERG-END-YR) (DATE-MED-EMERG-END-MO) (DATE-MED-EMERG-END-DA)	Add	Standard Date Format	End date for a period of medical emergency for a leave transfer recipient.	
Medical Emergency Start Date (DATE-MED-EMERGENCY-START) (DATE-MED-EMERG-START-YR)	Add	Standard Date Format	Start date for a period of medical emergency for a leave transfer recipient.	

Database and Receiving Record Changes

Version 2.0, August 6, 2008

Database Field Name/ Record where locate	Add/ Modify	Format	Description	Values (If applicable)
(DATE-MED-EMERG-START-MO) (DATE-MED-EMERG-START-DA)				
Military Lost Days (MILITARY-LOST-DAYS)	Add	9(4)	Number of days the military has determined are not creditable in a service period.	
Family and Medical Leave Act FMLA Beginning Date (DATE-FMLA-BEGIN) (DATE-FMLA-BEG-YR) (DATE-FMLA-BEG-MO) (DATE-FMLA-BEG-DA)	Add	Standard Date Format	Date on which the employee first uses Family and Medical Leave Act (FMLA) leave.	Reserved for future use.
Family and Medical Leave Act FMLA End Date (DATE-FMLA-END) (DATE-FMLA-END-YR) (DATE-FMLA-END-MO) (DATE-FMLA-END-DA)	Add	Standard Date Format	Date 12 months after the Family and Medical Leave Act (FMLA) start date.	Reserved for future use.
Supervisory Differential Amount	Add	9(06)V99	Amount of supervisory differential that an employee receives during the pay period.	Reserved for future use.

Appendix A Reference Code Values

A.1 Appendix A Revision Sheet

Chapter Release No.	Date	Appendix A Revision Description
1.0	06/30/2004	Initial version released to OPM EHRI Program Office
2.0	02/08/2005	Sections on Training Type Code and Training Sub-Code were combined into one section which is now A.22
2.1	02/18/2005	Updated section 0 Training Type Code and Training Subtype Code with new values and modified some definitions.
2.2	07/27/2005	Added section A.19 Training Credit Designation code section which was inadvertently left off the last revision.
2.3	10/20/2005	Added additional FEGLI Life Change Codes (04, 05A, 05B, 06) to section A.5. Modified definition of FEGLI Life Change Code 03 in section A.5. Added section A.24 describing the new Ethnicity and Race Indicator Code. Added "Type" to name of section A-19 to make it consistent with training interface element.
2.4	08/11/2006	Added leading zeros to Education Level Codes 1-9 in section A.4.
3.0	06/01/2007	Changed short description of Training Credit Designation Type Code value '05' to 'Other' in section A.19. Updated names and definitions for 32 and 35, and added value 36 in the Training Type Sub-Code table of valid values, section A.23. Added Special Population Code valid values, section A.25

A.2 Appointment Type Code

Source: [The CPDF Guide to Personnel Data Standards](#)

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
10	Career (Competitive Service Permanent).	
15	Career-Conditional (Competitive Service Permanent).	
20	Nonpermanent (Competitive Service Nonpermanent).	
30	Schedule A (Excepted Service Permanent).	
32	Schedule B (Excepted Service Permanent).	
36	Executive (Excepted Service Permanent).	
38	Other (Excepted Service Permanent).	
40	Schedule A (Excepted Service Nonpermanent).	
42	Schedule B (Excepted Service Nonpermanent).	
44	Schedule C (Excepted Service Nonpermanent).	
46	Executive (Excepted Service Nonpermanent).	
48	Other (Excepted Service Nonpermanent).	
50	Career (Senior Executive Service Permanent).	
55	Noncareer (Senior Executive Service Permanent).	
60	Limited Term (Senior Executive Service Nonpermanent).	
65	Limited Emergency (Senior Executive Service Nonpermanent).	

A.3 Citizenship Country Code**Source:** National Geospatial-Intelligence Agency FIPS 10-4 country codes.

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
AA	ARUBA	
AC	ANTIGUA AND BARBUDA	
AE	UNITED ARAB EMIRATES	
AF	AFGHANISTAN	
AG	ALGERIA	
AJ	AZERBAIJAN	
AL	ALBANIA	
AM	ARMENIA	
AN	ANDORRA	
AO	ANGOLA	
AR	ARGENTINA	
AS	AUSTRALIA	
AT	ASHMORE AND CARTIER ISLANDS	
AU	AUSTRIA	
AV	ANGUILLA	
BA	BAHRAIN	
BB	BARBADOS	
BC	BOTSWANA	
BD	BERMUDA	
BE	BELGIUM	
BF	BAHAMAS, THE	
BG	BANGLADESH	
BH	BELIZE	
BK	BOSNIA AND HERZEGOVINA	
BL	BOLIVIA	
BM	BURMA	
BN	BENIN	
BO	BELARUS	
BP	SOLOMON ISLANDS	
BR	BRAZIL	

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
BS	BASSAS DA INDIA	
BT	BHUTAN	
BU	BULGARIA	
BV	BOUVET ISLAND	
BX	BRUNEI	
BY	BURUNDI	
CA	CANADA	
CB	CAMBODIA	
CD	CHAD	
CE	SRI LANKA	
CF	CONGO	
CG	CONGO, DEMOCRATIC REPUBLIC OF THE	
CH	CHINA	
CI	CHILE	
CJ	CAYMAN ISLANDS	
CK	COCOS (KEELING) ISLANDS	
CM	CAMEROON	
CN	COMOROS	
CO	COLOMBIA	
CR	CORAL SEA ISLANDS	
CS	COSTA RICA	
CT	CENTRAL AFRICAN REPUBLIC	
CU	CUBA	
CV	CAPE VERDE	
CW	COOK ISLANDS	
CY	CYPRUS	
DA	DENMARK	
DJ	DJIBOUTI	
DO	DOMINICA	
DR	DOMINICAN REPUBLIC	
EC	ECUADOR	
EG	EGYPT	
EI	IRELAND	
EK	EQUATORIAL GUINEA	
EN	ESTONIA	

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
ER	ERITREA	
ES	EL SALVADOR	
ET	ETHIOPIA	
EU	EUROPA ISLAND	
EZ	CZECH REPUBLIC	
FG	FRENCH GUIANA	
FI	FINLAND	
FJ	FIJI	
FK	FALKLAND ISLANDS (ISLAS MALVINAS)	
FM	MICRONESIA, FEDERATED STATES OF	
FO	FAROE ISLANDS	
FP	FRENCH POLYNESIA	
FR	FRANCE	
FS	FRENCH SOUTHERN AND ANTARCTIC LANDS	
GA	GAMBIA, THE	
GB	GABON	
GG	GEORGIA	
GH	GHANA	
GI	GIBRALTAR	
GJ	GRENADA	
GK	GUERNSEY	
GL	GREENLAND	
GM	GERMANY	
GO	GLORIOSO ISLANDS	
GP	GUADELOUPE	
GR	GREECE	
GT	GUATEMALA	
GV	GUINEA	
GY	GUYANA	
GZ	GAZA STRIP	
HA	HAITI	
HK	HONG KONG	
HM	HEARD ISLAND AND MCDONALD ISLANDS	

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
HO	HONDURAS	
HR	CROATIA	
HU	HUNGARY	
IC	ICELAND	
ID	INDONESIA	
IM	ISLE OF MAN	
IN	INDIA	
IO	BRITISH INDIAN OCEAN TERRITORY	
IP	CLIPPERTON ISLAND	
IR	IRAN	
IS	ISRAEL	
IT	ITALY	
IV	COTE D'IVOIRE (CÔTE D'IVOIRE)	
IZ	IRAQ	
JA	JAPAN	
JE	JERSEY	
JM	JAMAICA	
JN	JAN MAYEN	
JO	JORDAN	
JU	JUAN DE NOVA ISLAND	
KE	KENYA	
KG	KYRGYZSTAN	
KN	NORTH KOREA	
KR	KIRIBATI	
KS	SOUTH KOREA	
KT	CHRISTMAS ISLAND	
KU	KUWAIT	
KZ	KAZAKHSTAN	
LA	LAOS	
LE	LEBANON	
LG	LATVIA	
LH	LITHUANIA	
LI	LIBERIA	
LO	SLOVAKIA	
LS	LIECHTENSTEIN	

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
LT	LESOTHO	
LU	LUXEMBOURG	
LY	LIBYA	
MA	MADAGASCAR	
MB	MARTINIQUE	
MC	MACAU	
MD	MOLDOVA	
MF	MAYOTTE	
MG	MONGOLIA	
MH	MONTSERRAT	
MI	MALAWI	
MK	MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF	
ML	MALI	
MN	MONACO	
MO	MOROCCO	
MP	MAURITIUS	
MR	MAURITANIA	
MT	MALTA	
MU	OMAN	
MV	MALDIVES	
MX	MEXICO	
MY	MALAYSIA	
MZ	MOZAMBIQUE	
NC	NEW CALEDONIA	
NE	NIUE	
NF	NORFOLK ISLAND	
NG	NIGER	
NH	VANUATU	
NI	NIGERIA	
NL	NETHERLANDS	
NM	NO MAN'S LAND	
NO	NORWAY	
NP	NEPAL	
NR	NAURU	
NS	SURINAME	

CODE	SHORT DESCRIPTION	LONG DESCRIPTION (IF APPLICABLE)
NT	NETHERLANDS ANTILLES	
NU	NICARAGUA	
NZ	NEW ZEALAND	
OS	OCEANS	
PA	PARAGUAY	
PC	PITCAIRN ISLANDS	
PE	PERU	
PF	PARACEL ISLANDS	
PG	SPRATLY ISLANDS	
PK	PAKISTAN	
PL	POLAND	
PM	PANAMA	
PO	PORTUGAL	
PP	PAPUA NEW GUINEA	
PS	PALAU	
PU	GUINEA-BISSAU	
QA	QATAR	
RE	REUNION	
RM	MARSHALL ISLANDS	
RO	ROMANIA	
RP	PHILIPPINES	
RS	RUSSIA	
RW	RWANDA	
SA	SAUDI ARABIA	
SB	SAINT PIERRE AND MIQUELON	
SC	SAINT KITTS AND NEVIS	
SE	SEYCHELLES	
SF	SOUTH AFRICA	
SG	SENEGAL	
SH	SAINT HELENA	
SI	SLOVENIA	
SL	SIERRA LEONE	
SM	SAN MARINO	
SN	SINGAPORE	
SO	SOMALIA	

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
SP	SPAIN	
ST	SAINT LUCIA	
SU	SUDAN	
SV	SVALBARD	
SW	SWEDEN	
SX	SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS	
SY	SYRIA	
SZ	SWITZERLAND	
TD	TRINIDAD AND TOBAGO	
TE	TROMELIN ISLAND	
TH	THAILAND	
TI	TAJIKISTAN	
TK	TURKS AND CAICOS ISLANDS	
TL	TOKELAU	
TN	TONGA	
TO	TOGO	
TP	SAO TOME AND PRINCIPE	
TS	TUNISIA	
TT	EAST TIMOR	
TU	TURKEY	
TV	TUVALU	
TW	TAIWAN	
TX	TURKMENISTAN	
TZ	TANZANIA	
UF	UNDERSEA FEATURES	
UG	UGANDA	
UK	UNITED KINGDOM	
UP	UKRAINE	
US	UNITED STATES	
UV	BURKINA FASO	
UY	URUGUAY	
UZ	UZBEKISTAN	
VC	SAINT VINCENT AND THE GRENADINES	
VE	VENEZUELA	

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
VI	BRITISH VIRGIN ISLANDS	
VM	VIETNAM	
VQ	VIRGIN ISLANDS	
VT	VATICAN CITY	
WA	NAMIBIA	
WE	WEST BANK	
WF	WALLIS AND FUTUNA	
WI	WESTERN SAHARA	
WS	SAMOA	
WZ	SWAZILAND	
YI	SERBIA AND MONTENEGRO	
YM	YEMEN	
ZA	ZAMBIA	
ZI	ZIMBABWE	

A.4 Education Level Code

Source: [The CPDF Guide to Personnel Data Standards](#)

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
01	No formal education or some elementary school--did not complete	Elementary school means grades 1 through 8, or equivalent, not completed.
02	Elementary school completed--no high school	Grade 8 or equivalent completed.
03	Some high school--did not graduate	High school means grades 9 through 12, or equivalent.
04	High school graduate or certificate of equivalency.	
05	Terminal occupational program--did not complete	Program extending beyond grade 12, usually no more than three years; designed to prepare students for immediate employment in an occupation or cluster of occupations; not designed as the equivalent of the first two or three years of a baccalaureate degree program. Includes cooperative training or apprenticeship consisting of formal classroom instruction coupled with on-the-job training.

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
06	Terminal occupational program--certificate of completion, diploma or equivalent	See code 05 above for definition of terminal occupational program. Two levels are recognized: (1) The technical and/or semi-professional level preparing technicians or semiprofessional personnel in engineering and nonengineering fields; and (2) the craftsman/clerical level training artisans, skilled operators, and clerical workers.
07	Some college--less than one year	Less than 30 semester hours completed.
08	One year college	0-59 semester hours or 45-89 quarter hours completed.
09	Two years college	60-89 semester hours or 90-134 quarter hours completed.
10	Associate Degree	2-year college degree program completed.
11	Three years college	90-119 semester hours or 135-179 quarter hours completed.
12	Four years college	120 or more semester hours or 180 or more quarter hours completed--no baccalaureate (Bachelor's) degree.
13	Bachelor's degree	Requires completion of at least four, but no more than five, years of academic work; includes Bachelor's degree conferred in a cooperative business, industry, or government to allow student to combine actual work experience with college studies.
14	Post-Bachelor's	Some work beyond (at a higher level than) the Bachelor's degree but no additional higher degree.
15	First professional	Signifies the completion of academic requirements for selected professions that are based on programs requiring at least two academic years of previous college work for entrance and a total of at least six academic years of college work for completion, e.g., Dentistry (D.D.S. or D.M.D.), Law (LL. B. or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.).
16	Post-first professional	Some work beyond (at a higher level than) the first professional degree but no additional higher degree.
17	Master's degree	For liberal arts and sciences customarily granted upon successful completion of one (sometimes two) academic years beyond the Bachelor's degree. In professional fields, an advanced degree beyond the first professional but below the Ph.D., e.g., the LL.M.; M.S. in surgery following the M.D.; M.S.D., Master of Science in Dentistry; M.S.W., Master of Social Work.
18	Post-Master's	Some work beyond (at a higher level than) the Master's degree but no additional higher degree.

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
19	Sixth-year degree	Includes such degrees as Advanced Certificate in Education, Advanced Master of Education, Advanced Graduate Certificate, Advanced Specialist in Education Certificate, Certificate of Advanced Graduate Study, Certificate of Advanced Study, Advanced Degree in Education, Specialist in Education, Licentiate in Philosophy, Specialist in Guidance and Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, Licentiate in Sacred Theology.
20	Post-sixth year	Some work beyond (at a higher level than) the sixth-year degree but no additional higher degree.
21	Doctorate degree	Includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. (or equivalent) in any field. Does not include a Doctor's degree that is a first professional degree, per code 15.
22	Post-Doctorate	Work beyond the Doctorate.

A.5 FEGLI Life Change Code

Source: [The CPDF Guide to Personnel Data Standards](#)

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
01	Physical: Approval of Request for Insurance (SF 2822) by the Office of Federal Employees' Group Life	
02	Life Event: Marriage, divorce, death of spouse or acquisition of an eligible child	
03	Employee is reinstated after a break in service of at least 180 days in a position that is not excluded from life insurance by law or regulation.	
04	Employee returns to Federal Service after a break in service of at least 180 days in a position that is excluded from life insurance by law or regulation.	
05A	Employee initially waives or subsequently cancels life insurance coverage.	
05B	Employee (or if applicable, assignee(s)) elects to decrease optional coverage.	
06	Open Enrollment Period.	

A.6 Language Proficiency Level Code**Source:** Department of Defense, Defense Language Institute.

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
00	No Proficiency	
10	Elementary Proficiency	
16	Elementary Proficiency Plus	
20	Limited Working Proficiency	
26	Limited Working Proficiency Plus	
30	General Professional Proficiency	
36	General Professional Proficiency Plus	
40	Advanced Professional Proficiency	
46	Advanced Professional Proficiency Plus	
50	Functionally Native Proficiency	

A.7 Pay Basis Type Code**Source:** [The CPDF Guide to Personnel Data Standards](#)

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
BW	Bi-weekly.	
FB	Fee basis.	
PA	Per annum.	
PD	Per diem.	
PH	Per hour.	
PM	Per month.	
PW	Piece work.	
SY	School year. Teachers/educators hired for less than a 12-month period.	
WC	Without compensation.	

A.8 Position Occupied Code**Source:** [The CPDF Guide to Personnel Data Standards](#)

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
1	Competitive service. See 5 U.S.C. 2102 for definition of the competitive service.	
2	Excepted service. This position is not in the competitive service or in the Senior Executive Service	
3	SES General. Employee in the SES occupies a general position as defined in 5 U.S.C. 3132(a)(9).	
4	SES Career Reserved. Employee in the SES occupies a career reserved position as defined in 5 U.S.C.	

A.9 Postal Country Code**Source:** United States Postal Service Guide to the Manifest Mailing System (Pub 401) Exhibit 51

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
AD	Andorra	
AE	United Arab Emirates	
AF	Afghanistan	
AG	Antigua & Barbuda (Inc. Redonda)	
AI	Anguilla	
AL	Albania	
AM	Armenia	
AN	Netherlands Antilles	
AO	Angola	
AR	Argentina	
AT	Austria	
AU	Australia	
AW	Aruba	
AZ	Azerbaijan	
BA	Bosnia-Herzegovina	
BB	Barbados	

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
BD	Bangladesh	
BE	Belgium	
BF	Burkina Faso	
BG	Bulgaria	
BH	Bahrain	
BI	Burundi	
BJ	Benin	
BM	Bermuda	
BN	Brunei Darussalem	
BO	Bolivia	
BR	Brazil	
BS	Bahamas	
BT	Bhutan	
BW	Botswana	
BY	Belarus	
BZ	Belize	
CA	Canada	
CF	Central African Republic	
CG	Congo (Brazzaville), Republic of the	
CH	Switzerland	
CI	Cote d'Ivoire	
CL	Chile	
CM	Cameroon	
CN	China	
CO	Colombia	
CR	Costa Rica	
CU	Cuba	
CV	Cape Verde	
CY	Cyprus	
CZ	Czech Republic	
DE	Germany	
DJ	Djibouti	
DK	Faroe Islands (Denmark)	
DK	Denmark	
DM	Dominica	

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
DO	Dominican Republic	
DZ	Algeria	
EC	Ecuador	
EE	Estonia	
EG	Egypt	
ER	Eritrea	
ES	Spain	
ET	Ethiopia	
FI	Finland	
FJ	Fiji	
FK	Falkland Islands	
FR	France	
FR	Corsica	
GA	Gabon	
GB	Great Britain & Northern Ireland	
GD	Grenada	
GE	Georgia, Republic of	
GF	French Guiana	
GH	Ghana	
GI	Gibraltar	
GL	Greenland	
GM	Gambia	
GN	Guinea	
GP	Guadeloupe	
GQ	Equatorial Guinea	
GR	Greece	
GT	Guatemala	
GW	Guinea Bissau	
GY	Guyana	
HK	Hong Kong	
HN	Honduras	
HR	Croatia	
HT	Haiti	
HU	Hungary	
ID	Indonesia	

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
IE	Ireland	
IL	Israel	
IN	India	
IQ	Iraq	
IR	Iran	
IS	Iceland	
IT	Italy	
JM	Jamaica	
JO	Jordan	
JP	Japan	
KE	Kenya	
KG	Kyrgyzstan	
KH	Cambodia	
KI	Kiribati	
KM	Comoros	
KN	Saint Christopher (St. Kitts) & Nevis	
KP	Korea, Dem. Peoples Rep. (North)	
KR	Korea, Republic of (South)	
KW	Kuwait	
KY	Cayman Islands	
KZ	Kazakhstan	
LA	Laos	
LB	Lebanon	
LC	Saint Lucia	
LI	Liechtenstein	
LK	Sri Lanka	
LR	Liberia	
LS	Lesotho	
LT	Lithuania	
LU	Luxembourg	
LV	Latvia	
LY	Libya	
MA	Morocco	
MC	Monaco	
MD	Moldova	

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
MG	Madagascar	
MK	Macedonia, Republic of	
ML	Mali	
MM	Burma (Myanmar)	
MN	Mongolia	
MO	Macao	
MQ	Martinique	
MR	Mauritania	
MS	Montserrat	
MT	Malta	
MU	Mauritius	
MV	Maldives	
MW	Malawi	
MX	Mexico	
MY	Malaysia	
MZ	Mozambique	
NA	Namibia	
NC	New Caledonia	
NE	Niger	
NG	Nigeria	
NI	Nicaragua	
NL	Netherlands	
NO	Norway	
NP	Nepal	
NR	Nauru	
NZ	New Zealand	
OM	Oman	
PA	Panama	
PE	Peru	
PF	French Polynesia	
PG	Papua New Guinea	
PH	Philippines	
PK	Pakistan	
PL	Poland	
PM	Saint Pierre & Miquelon	

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
PN	Pitcairn Islands	
PT	Azores	
PT	Madeira Islands (Portugal)	
PT	Portugal	
PY	Paraguay	
QA	Qatar	
RE	Reunion	
RO	Romania	
RU	Russia	
RW	Rwanda	
SA	Saudi Arabia	
SB	Solomon Islands (Inc. Santa Cruz Is.)	
SC	Seychelles	
SD	Sudan	
SE	Sweden	
SG	Singapore	
SH	Ascension (St. Helena)	
SH	Tristan da Cunha	
SH	Saint Helena	
SI	Slovenia	
SK	Slovak Republic (Slovakia)	
SL	Sierra Leone	
SM	San Marino	
SN	Senegal	
SO	Somalia	
SR	Suriname	
ST	Sao Tome & Principe	
SV	El Salvador	
SY	Syria	
SZ	Swaziland	
TC	Turks & Caicos Islands	
TD	Chad	
TG	Togo	
TH	Thailand	
TJ	Tajikistan	

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
TM	Turkmenistan	
TN	Tunisia	
TO	Tonga	
TP	East Timor (Indonesia)	
TR	Turkey	
TT	Trinidad & Tobago	
TV	Tuvalu	
TW	Taiwan	
TZ	Tanzania	
UA	Ukraine	
UG	Uganda	
UY	Uruguay	
UZ	Uzbekistan	
VA	Vatican City	
VC	Saint Vincent & the Grenadines	
VE	Venezuela	
VG	British Virgin Islands	
VN	Vietnam	
VU	Vanuatu	
WF	Wallis & Futuna Islands	
WS	Western Samoa	
YE	Yemen	
YU	Serbia-Montenegro (Yugoslavia)	
ZA	South Africa	
ZM	Zambia	
ZR	Congo, Democratic Republic of the	
ZW	Zimbabwe	

A.10 Race and National Origin CodeSource: [The CPDF Guide to Personnel Data Standards](#)

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
A	American Indian or Alaskan Native	A person having origins in any of the original people of North America, and who maintains cultural identification through community recognition or tribal affiliation. (This code must not be used for employees in Puerto Rico.)
B	Asian or Pacific Islander	A person having origins in any of the original people of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa. (This code must not be used for employees in Hawaii or Puerto Rico.)
C	Black, not of Hispanic origin	A person having origins in any of the black racial groups of Africa. Does not include people of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic). (This code must not be used for employees in Puerto Rico.)
D	Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. Does not include people of Portuguese culture or origin.
E	White, not of Hispanic origin	A person having origins in any of the original people of Europe, North Africa, or the Middle East. Does not include people of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic). Also includes people not included in other categories. (This code must not be used for employees in Puerto Rico.)
F	Asian Indian	A person having origins in any of the original people of the Indian subcontinent, i.e., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan. (This code is for use in Hawaii only.)
G	Chinese	A person having origins in any of the original people of China. (This code is for use in Hawaii only.)
H	Filipino	A person having origins in any of the original people of the Philippines. (This code is for use in Hawaii only.)
J	Guamanian	A person having origins in any of the original people of Guam (e.g., Chamorro). (This code is for use in Hawaii only.)
K	Hawaiian	A person having origins in any of the original people of Hawaii. Includes people who are Part Hawaiian and identify most closely with the Hawaiian category. (This code is for use in Hawaii only.)
L	Japanese	A person having origins in any of the original people of Japan. (This code is for use in Hawaii only.)

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
M	Korean	A person having origins in any of the original people of Korea. (This code is for use in Hawaii only.)
N	Samoa	A person having origins in any of the original people of Samoa. (This code is for use in Hawaii only.)
P	Vietnamese	A person having origins in any of the original people of Vietnam. (This code is for use in Hawaii only.)
Q	All Other Asian or Pacific Islanders	A person having origins in any of the original people of Asia or the Pacific Islands not included in codes F through P above. (This code is for use in Hawaii only.)
Y	Not Hispanic in Puerto Rico	A person not of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins whose official duty station is in Puerto Rico. (This code is for use in Puerto Rico only.)

A.11 Rating of Record Level Code

Source: [The CPDF Guide to Personnel Data Standards](#)

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
1	Level 1	Unacceptable. Fail level under pass/fail program.
2	Level 2	Level between Fully Successful and Unacceptable.
3	Level 3	Fully Successful or equivalent. Pass level under pass/fail program.
4	Level 4	Level between Outstanding and Fully Successful.
5	Level 5	Outstanding or equivalent.
X	Not Rated	Code applies to General Schedule (GS/GM), Prevailing Rate, and other employees subject to the provisions of 5 CFR 430 (see coverage at 5 CFR 430.202 and 5 CFR 430.302) who have not yet received a rating of record under the agency performance appraisal system (e.g., someone newly hired).
Z	Exclusion	Code applies to those employees excluded from the performance appraisal requirements in 5 CFR 430 by law or by the Office of Personnel Management.

A.12 Rating of Record Pattern Code**Source:** [The CPDF Guide to Personnel Data Standards](#)

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
A	Summary levels 1 and 3.	Use for pass/fail programs.
B	Summary levels 1, 3, and 5.	
C	Summary levels 1, 3, and 4.	
D	Summary levels 1, 2, and 3.	
E	Summary levels 1, 3, 4, and 5.	
F	Summary levels 1, 2, 3, and 5.	
G	Summary levels 1, 2, 3, and 4.	
H	Summary levels 1, 2, 3, 4, and 5.	

A.13 State Code**Source:** United States Postal Service Official Abbreviations Listing
(http://www.usps.com/ncsc/lookups/usps_abbreviations.html#states)

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
AA	Armed Forces Americas (except Canada)	
AE	Armed Forces Africa	
AE	Armed Forces Europe	
AE	Armed Forces Canada	
AE	Armed Forces Middle East	
AK	ALASKA	
AL	ALABAMA	
AP	Armed Forces Pacific	
AR	ARKANSAS	
AS	AMERICAN SAMOA	
AZ	ARIZONA	
CA	CALIFORNIA	
CO	COLORADO	
CT	CONNECTICUT	
DC	DISTRICT OF COLUMBIA	
DE	DELAWARE	
FL	FLORIDA	

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
FM	FEDERATED STATES OF MICRONESIA	
GA	GEORGIA	
GU	GUAM	
HI	HAWAII	
IA	IOWA	
ID	IDAHO	
IL	ILLINOIS	
IN	INDIANA	
KS	KANSAS	
KY	KENTUCKY	
LA	LOUISIANA	
MA	MASSACHUSETTS	
MD	MARYLAND	
ME	MAINE	
MH	MARSHALL ISLANDS	
MI	MICHIGAN	
MN	MINNESOTA	
MO	MISSOURI	
MP	NORTHERN MARIANA ISLANDS	
MS	MISSISSIPPI	
MT	MONTANA	
NC	NORTH CAROLINA	
ND	NORTH DAKOTA	
NE	NEBRASKA	
NH	NEW HAMPSHIRE	
NJ	NEW JERSEY	
NM	NEW MEXICO	
NV	NEVADA	
NY	NEW YORK	
OH	OHIO	
OK	OKLAHOMA	
OR	OREGON	
PA	PENNSYLVANIA	
PR	PUERTO RICO	

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
PW	PALAU	
RI	RHODE ISLAND	
SC	SOUTH CAROLINA	
SD	SOUTH DAKOTA	
TN	TENNESSEE	
TX	TEXAS	
UT	UTAH	
VA	VIRGINIA	
VI	VIRGIN ISLANDS	
VT	VERMONT	
WA	WASHINGTON	
WI	WISCONSIN	
WV	WEST VIRGINIA	
WY	WYOMING	

A.14 Supervisory Type Code

Source: [The CPDF Guide to Personnel Data Standards](#)

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
2	Supervisor or Manager	Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide or similar standards of minimum supervisory responsibility specified by position classification standards or other directives of the applicable pay schedule or system.
4	Supervisor (CSRA)	Position meets the definition of Supervisor in 5 U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the General Schedule Supervisory Guide.
5	Management Official (CSRA)	Position meets the definition of Management Official in 5 U.S.C. 7103(a)(11), but does not meet the General Schedule Supervisory Guide definition of Supervisor/Manager or the definition of Supervisor in 5 U.S.C. 7103(a)(10).

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
6	Leader	Position is titled with the prefix "Lead" and meets the minimum requirements for application of the Work Leader Grade Evaluation Guide; or meets similar minimum requirements for leader responsibilities specified by the job standards or other directives of the applicable pay schedule or system. Position is under a wage system or leads a team performing one-grade interval work.
7	Team Leader	Position is titled with the prefix "Lead" and meets the minimum requirements for application of the General Schedule Team Leader Grade- Evaluation Guide; position leads a team of General Schedule employees performing two-grade interval work.
8	All Other Positions	Position does not meet the above definition of Supervisor or Manager, Supervisor (CSRA), Management Official (CSRA), Leader, or Team Leader.

A.15 Tenure Code

Source: [The CPDF Guide to Personnel Data Standards](#)

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
0	No tenure group	Employee is in none of the tenure groups established for reduction-in-force purposes.
1	Tenure group 1	Competitive service--Tenure group 1 includes employees serving under career appointments who either have completed initial appointment probation or are not required to serve initial appointment probation. Excepted service--Tenure group 1 includes permanent employees whose appointments carry no restriction or condition such as conditional, indefinite, specific time limitation, or trial period.
2	Tenure group 2	Competitive service--Tenure group 2 includes employees serving under career-conditional appointments, and under career appointments who are serving initial appointment probation. Excepted service--Tenure group 2 includes employees who are serving trial periods, or whose tenure is equivalent to career-conditional tenure in the competitive service in agencies that have that type of appointment (for example, excepted appointment-conditional).

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
3	Tenure group 3	Competitive service--Tenure group 3 includes indefinite employees, employees under temporary appointments pending establishment of registers, employees under term appointments, employees in status quo, and employees under any other non-status non-temporary appointments. Excepted service--Tenure group 3 includes employees whose tenure is indefinite; that is, without specific time limitation but not actually or potentially permanent, or with a specific time limitation of more than one year; also, employees who, though currently under appointments limited to one year or less, complete one year of current continuous employment.

A.16 Veterans Preference Code

Source: [The CPDF Guide to Personnel Data Standards](#)

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
1	None	Person is not entitled to veterans preference.
2	5-point	Veteran is entitled to 5-point preference.
3	10-point/disability	Veteran is entitled to 10-point preference due to a serviceconnected disability (includes recipient of the Purple Heart who is not rated as having a compensable disability of 10 percent or more).
4	10-point/compensable	Veteran is entitled to 10-point preference due to a compensable service-connected disability of less than 30 percent.
5	10-point/other	Persons entitled to 10-point preference in this category: (1) Both the spouse and mother of veterans occupationally disabled because of a serviceconnected disability; and (2) the widow/widower and mother of a deceased wartime veteran.
6	10-point/compensable/30 percent	Veteran is entitled to 10-point preference due to a compensable service-connected disability of 30 percent or more.

A.17 Veterans Status CodeSource: [The CPDF Guide to Personnel Data Standards](#)

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
B	Pre-Vietnam-era veteran	A veteran whose service ended before the Vietnam era (i.e., before August 5, 1964). Use only for an employee whose accession to the agency's rolls was after September 30, 1991.
N	Not a Vietnam-era veteran	Employee may or may not be a veteran, but is not a veteran of the Vietnam era (i.e., employee did not serve during the period August 5, 1964, through May 7, 1975). Use only for an employee whose accession to the agency's rolls was prior to October 1, 1991.
P	Post-Vietnam-era veteran	A veteran whose service began after the Vietnam era (i.e., after May 7, 1975). Use only for an employee whose accession to the agency's rolls was after September 30, 1991.
V	Vietnam-era veteran	A veteran who served any time during the Vietnam era (i.e., from August 5, 1964, through May 7, 1975).
X	Not a veteran	Use only for an employee whose accession to the agency's rolls was after September 30, 1991.

A.18 Work Schedule CodeSource: [The CPDF Guide to Personnel Data Standards](#)

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
B	Baylor Plan	A schedule that requires employee to work two regularly scheduled 12-hour tours of duty between midnight Friday and midnight Sunday to fulfill the 40-hour work week requirement.
F	Full-time	A schedule that usually requires an employee to work 40 hours as prescribed by the administrative work week for that particular employment group or class.
G	Full-time seasonal	A schedule that requires an employee to work full-time for less than 12 months each year on an annually recurring basis.
I	Intermittent	A schedule that requires an employee to work an irregular number of hours or days for which there is no prearranged scheduled tour of duty.
J	Intermittent seasonal	A schedule that requires an employee to work less than 12 months a year on an annually recurring basis, and that requires an employee to work an irregular number of hours or days for which there is no prearranged scheduled tour of duty.

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
P	Part-time	A schedule that requires an employee to work less than full-time, but for a specific number of hours (usually 16-32 per administrative work week) on a prearranged scheduled tour of duty.
Q	Part-time seasonal	A schedule that requires an employee to work part-time for less than 12 months each year on an annually recurring basis.
S	Part-time job sharer	A schedule that requires an employee who is job sharing to work less than full-time, but for a specific number of hours (usually 16-32 per administrative work week) on a prearranged scheduled tour of duty.
T	Part-time seasonal job sharer	A schedule that requires an employee who is job sharing to work part-time for less than 12 months each year on an annually recurring basis.

A.19 Training Credit Designation Type Code

Source: Office of Personnel Management, Division for Strategic Human Resources Policy

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
01	Undergraduate credit	
02	Graduate credit	
03	Continuing education unit	
04	Post Graduate Credit	
05	Other	

A.20 Training Delivery Type Code

Source: Office of Personnel Management, Division for Strategic Human Resources Policy

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
01	Traditional Classroom (no technology)	Individual or multiple person led, face-to-face training.
02	On the Job	Formal methods/activities planned and structured to promote learning by doing; e.g., detail assignments/programs.
03	Technology based	Methods mainly using technology which may include tutorials embedded in software, CD ROM products, Web-based courses, and interactive media.

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
04	Conference/workshop	An organized learning event which has an announced educational or instructional purpose; more than half the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in 5 U.S.C. 4110; content of the conference/retreat is germane to improving individual and/or organizational performance; and developmental benefits will be derived through the employee's attendance.
05	Blended	Training that requires two or more methods of delivery that must be completed in order to satisfy the educational requirements.
06	Correspondence	Self-study course material: Training provided via the assignment of non-interactive methods such as a book, document, regulation, and manual.

A.21 Training Purpose Type Code

Source: Office of Personnel Management, Division for Strategic Human Resources Policy

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
01	Program/Mission Change	Training to provide the knowledge, skills, and abilities needed as a result of change in agency mission, policies, or procedures.
02	New Work Assignment	Training to acquire the knowledge, skills, and abilities needed as a result of assignment to new duties and responsibilities when such training is not part of a planned, career development program (e.g., training provided a placement officer who has been newly assigned position classification duties).
03	Improve Present Performance	Training to provide the knowledge, skills, and abilities needed to improve or maintain proficiency in present job.
04	Future Staffing Needs	Training to provide the knowledge, skills, and abilities needed to meet future staffing needs (e.g., to implement succession planning).
05	Develop Unavailable Skills	Training to acquire the knowledge, skills, and abilities needed for fields of work for which the labor market cannot produce a sufficient number of trained candidates (e.g., air traffic controllers or IT professionals).
06	Retention	Training/education used to address staffing issue of retaining an employee (e.g., academic degree training).

A.22 Training Source Type Code**Source:** Office of Personnel Management, Division for Strategic Human Resources Policy

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
01	Government Internal	Training provided by a Federal department, agency, or independent establishment for its own employees.
02	Government External	Training provided by an interagency training activity, or a Federal department, agency, or independent establishment other than the one which currently employs the trainee.
03	Non-government	Sources include commercial or industrial concern, educational institutions, professional societies or associations, consultants or individuals who are not government employees, but are contracted to develop and/or provide training course or program.
04	Government State/Local	Training provided by a State, county or municipal government except education provided by State-operated or other public educational institutions, which is reported as non-government.
05	Foreign Governments and Organizations	Training provided by non United States entities which may or may not be outside the United States.

A.23 Training Type Code and Sub-Code

Source: Office of Personnel Management, Division for Strategic Human Resources Policy

<i>TRAINING TYPE CODE</i>	<i>TRAINING TYPE SUB-CODE</i>
01 - Training Program Area Description: Functional or specialized training programs.	<p>01 - Legal Education or training in the concepts, principles, theories, or techniques of law.</p> <p>02 – Medical and Health Education or training in the concepts, principles, theories, or techniques of medicine.</p> <p>03 – Scientific Education or training in the concepts, principles, theories, or techniques of disciplines such as the physical, biological, natural, social sciences; education; economics; mathematics; or statistics.</p> <p>04 – Engineering and Architecture Education or training in the concepts, principles, theories, or techniques of disciplines such as architecture and engineering.</p> <p>05 - Human Resources Education or training in the concepts, principles, theories of such fields as public administration; personnel; training; equal employment opportunity; human resources policy analysis; succession planning; performance management; classification; and staffing.</p> <p>06 - Budget/finance Business administration Education or training in the concepts, principles, theories of business administration, accounts payable and receivable; auditing and internal control; and cash management.</p> <p>07 – Planning and Analysis Education or training in the concepts, principles, theories of systems analysis; policy, program or management analysis; or planning, including strategic planning.</p> <p>08 – Information Technology Education and training in the concepts and application of data and the processing thereof; i.e., the automatic acquisition, storage, manipulation (including transformation), management, system analysis, movement, control, display, switching, interchange, transmission or reception of data, computer security and the development and use of the hardware, software, firmware, and procedures associated with this processing. This training type does not include any IT training on agency proprietary system.</p>

<i>TRAINING TYPE CODE</i>	<i>TRAINING TYPE SUB-CODE</i>
01 - Training Program Area (continued)	09 – Project Management Education and training in the concepts, principles, theories necessary to develop, modify, or enhance a product, service, or system which is constrained by the relationships among scope, resources, and time.
	10 – Acquisition Education or training in the concepts, principles, theories or techniques related to the 1102 occupation.
	11 – Logistic Specialty Training for professional skills of a specialized nature in the methods and techniques of such fields as supply, procurement, transportation, or air traffic control.
	12 – Security Training of a specialized nature in the methods and techniques of investigation, physical security, personal security, and police science.
	13 - Clerical (Non-supervisory clerical/administrative) Training in skills such as office management, typing, shorthand, computer operating, letter writing, telephone techniques, or word processing.
	14 – Trade and Craft Training in the knowledge, skills, and abilities needed in such fields as electronic equipment installation, maintenance, or repair; tool and die making; welding, and carpentry.
	15 – Foreign Affairs Training for professional skills of a specialized nature in the methods and techniques of such fields as foreign languages, foreign culture, diplomacy, strategic studies.
	16 – Leadership/Manager/Communications Courses Training that address skill area such as Leadership/Management and Communication (i.e., written, oral and interpersonal) coursework.

<i>TRAINING TYPE CODE</i>	<i>TRAINING TYPE SUB-CODE</i>
02 - Developmental Training Area	20 - Presupervisory Program
Description: Formal developmental/training programs.	Development/training program for non-supervisors
	21 – Supervisory Program
	Development/training program which provides education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations); human behavior and motivation, communication processes in supervision, work planning, scheduling, and review; and performance evaluation for first line supervisors.
	22 – Management Program
	Development/training program which provides mid management level education or training in the concepts, principles, and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning organizing and controlling. (Supervisors of supervisors; GS-14/15 supervisors; GS-14/15 direct reports to SES)
	23 – Leadership Development Program
	Formal developmental program that provide leadership training and development opportunities.
	24 – SES Candidate Development
	OPM-approved program to prepare potential SES members
	25 – Executive Development
	Continuing development for leaders above the GS-15 level
	26 – Mentoring Program
	Formal stand alone program with established goals, measured outcomes, access open to all who qualify, protégées and mentors paired to facilitate compatibility, training and support provided, company benefits directly.
	27 – Coaching Program
	Formal stand alone which provides ongoing partnership with an employee and coach that helps employee produce desired results in professional lives

<i>TRAINING TYPE CODE</i>	<i>TRAINING TYPE SUB-CODE</i>
03 - Basic Training Area Description: Fundamental and/or required training programs.	30 – Employee Orientation Training of a general nature to provide an understanding of the organization and missions of the Federal Government, or the employing agency or activity, or a broad overview and understanding of matters of public policy.
	31 – Adult Basic Education Education or training to provide basic completeness in such subjects as remedial reading, grammar, arithmetic, lip reading or Braille.
	32 – Federally Mandated Training Mandatory training for all employees Government wide. This includes training mandated by Federal statute or regulation; such as ethics, executive, managerial and supervisory training.
	33 – Work-life Training to promote worklife (e.g., health and wellness training, employee retirement/benefits training, etc).
	34 – Soft Skills Training involving development of employees' ability to relate to others (i.e., customer service, effective communication, dealing with difficult people, etc.).
	35 – Agency Required Training Agency specific training required by the agency and provided to Federal Employees in order to achieve the goals and objectives of the Agency. Requires training that is not addressed in Training Program Type 01 Appendix B. This training type does include IT training on agency proprietary system.
	36 – Basic Computer Training Basic training to promote computer skills in the desktop applications, such as word processing, PowerPoint, basic spreadsheet, and database management applications.

A.24 Ethnicity and Race Indicator Code

Source: [The CPDF Guide to Personnel Data Standards](#)

The Ethnicity and Race Indicator Code is a six position field where each position is set to “0” (false) or “1” (true). Each employee must have at least one indicator set to “1” (true), and may have additional indicators selected as applicable.

The following table describes each position of the code:

<i>TYPE</i>	<i>POSITION</i>	<i>POSITION DESCRIPTION</i>	<i>LONG DESCRIPTION</i>
Ethnicity Indicator	1	Hispanic or Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race, where a numeric code of 1 indicates Hispanic or Latino and a numeric code of 0 indicates not Hispanic or Latino.
Race Indicator	2	American Indian or Alaskan Native	A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment, where a numeric code of 1 indicates American Indian or Alaska Native and a numeric code of 0 indicates not American Indian or Alaska Native.
	3	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam, where a numeric code of 1 indicates Asian and a numeric code of 0 indicates not Asian.
	4	Black or African American	A person having origins in any of the black racial groups of Africa, where a numeric code of 1 indicates Black or African American and a numeric code of 0 indicates not Black or African American.
	5	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands, where a numeric code of 1 indicates Native Hawaiian or Other Pacific Islander and a numeric code of 0 indicates not Native Hawaiian or Other Pacific Islander.
	6	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa, where a numeric code of 1 indicates White and a numeric code of 0 indicates not White.

A.25 Special Population CodeSource: [Retirement](#) Systems Modernization (RSM) Program – HR and Payroll Interface Requirements

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
00	None	None
01	LEO – Primary	Law Enforcement – Primary / Rigorous Position
01S	LEO – Secondary Supervisory	Law Enforcement – Secondary Supervisory Position
01A	LEO – Secondary Admin	Law Enforcement – Secondary Administrative Position
02	Firefighter – Primary	Firefighter – Primary / Rigorous Position
02S	Firefighter – Secondary Supervisory	Firefighter – Secondary Supervisory Position
02A	Firefighter – Secondary Admin	Firefighter – Secondary Administrative Position
03	NMC – Primary	Nuclear Materials Courier – Primary Position
03S	NMC – Secondary Supervisory	Nuclear Materials Courier – Secondary Supervisory Position
03A	NMC – Secondary Admin	Nuclear Materials Courier – Secondary Administrative Position
04	Capitol Police	Capitol Police
06	Congressional Employee	Congressional Employee
07	Members of Congress	Members of Congress
08	Military Reserve Technician	Military Reserve Technician
09	Bankruptcy Judge	Bankruptcy Judge
10	US Court of Military Appeals Judge	US Court of Military Appeals Judge
11	US Magistrates / Hybrid Magistrates	US Magistrates / Hybrid Magistrates
12	Supreme Court Judge	Supreme Court Judge
13	ATC Tower Time	Air Traffic Controller Tower Time – 5 USC 2109(1)(A)(i)
13S	ATC Other	Air Traffic Controller Other – 5 USC 2109(1)(A)(ii) or 5 USC 2109(1)(B)
13A	ATC Second Level Supervisors	Air Traffic Controller Second Level Supervisors – 5 USC 8331(29)(B) and 8401(35)(B)
15	VA Nurse	VA Nurse
16	VA DM&S Employee – Title 38	Veterans Administration Department of Medicine and Surgery (DM&S) Employee – Title 38
17	Customs Officer	Customs Officer
18	Foreign National Employees – International	Foreign National Employees – International
19	House Child Care Center Employee	House Child Care Center Employee
20	MWAA / Metro Police	MWAA / Metro Police

<i>CODE</i>	<i>SHORT DESCRIPTION</i>	<i>LONG DESCRIPTION (IF APPLICABLE)</i>
22	Supreme Court Police	Supreme Court Police
23	Tax Court Judge	Tax Court Judge
24	Overseas Service	Overseas Service
25	PCA for Government Physicians	Physician Comparability Allowance (PCA) for Government Physicians
27	Cooperative Employee	Cooperative Employee (Part Federal/Part State)
28	Certain Overseas Broadcasting Organizations	Certain Overseas Broadcasting Organizations
29	Senior Official	Senior Official
30	Court of Federal Claims Judge	Court of Federal Claims Judge
33	Unit Chairman	Unit Chairman
34	Campaign and Congressional Committees	Campaign and Congressional Committees
37	Senate Child Care Center Employee	Senate Child Care Center Employee
38	Transferred to Int'l Org and Mansfield Fellows	Transferred to International Organization and Mansfield Fellows
39	Reciprocal Judge	Reciprocal Judge
42	National Guard Technician	National Guard Technician
43	Indian Tribal Organization	Indian Tribal Organization

Appointments Excluded from CSRS

Exclusions by Law and Regulation
Judges of the United States as defined under 28 USC 451
Employees subject to another government retirement system
Temporary employees of the Administrative Office of the United States Courts, and of the United States Courts except the Supreme Court
Construction employees or any other temporary, part-time, or intermittent employees of the Tennessee Valley Authority
Certain interns, student nurses, and other student employees of government hospitals
Teachers in dependents' schools of the Department of Defense in overseas areas, as regards Federal employment, other than teaching, performed during a recess period between 2 school years
Foreign national employees appointed after December 31, 1986
Certain foreign national employees appointed by the Department of State to the Foreign Service after December 31, 1987, under P.L. 100-238
The Architect of the Capitol, the Librarian of Congress, and the Director of the United States Botanic Garden are authorized to exclude from coverage temporary employees in their agencies
D.C. Government employees first hired on or after October 1, 1987
Special provisions of law outside subchapter III of chapter 83 of the United States Code provided CSRS coverage to employees of entities other than Federal agencies, including the Appalachian Regional Commission, the Legal Services Corporation, and the American Institute in Taiwan.
Employees serving under appointments limited to 1 year or less, except annuitants appointed by the President to fill unexpired terms of office on or after January 1, 1976.
Intermittent employees (non-full-time employees without a prearranged regular tour of duty).
Employees whose salary, pay, or compensation on an annual basis is \$12 a year or less.
Member or patient employees in government hospitals or homes.
Employees paid on a contract or fee basis, except employees who are citizens of the U.S and who are appointed by contracts between the employees and the Federal employing authority which require their personal services and are paid on the basis of units of time; for employment beginning on or after July 1, 1967, the regulations were amended to extend coverage to those individuals who meet the three tests of Federal employment.
Employees paid on a piecework basis, except those whose work schedules provide for regular or full-time service.
Intermittent employees who are aliens engaged in work outside the continental limits of the U.S.
Employees serving under temporary appointments pending establishment of registers (TAPER), or pending final determination of eligibility for permanent appointment.
Acting postmasters, clerks in 4 th class post offices, substitute rural carriers, and special-delivery messengers at 2 nd , 3 rd , and 4 th class post offices.
Consular agents appointed under authority of Section 551 of the Foreign Service Act of 1946 (22 USC 951).
Employees serving under emergency-indefinite appointments not exceeding 5 years.
U.S. citizens given overseas limited appointments.
Employees serving under nonpermanent appointments made pursuant to Section 1 of Executive Order 10180 of November 13, 1950.
Employees serving under nonpermanent appointments, designated as indefinite, made after January 23, 1955, the effective date of the repeal of Executive Order 10180.
Employees serving under term appointments.
Temporary employees of the Census Bureau employed under temporary limited appointments exceeding 1 year.
Employees serving under limited term, limited emergency, and non-career (designated as indefinite) appointments in the Senior Executive Service (SES).